

Using PowerPoint IN THE Classroom

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Second Edition



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CHAPTER ONE

Introduction to Microsoft® PowerPoint®

Directions

This book covers Microsoft® Windows versions 2000, 2002 XP, and 2003 XP and Macintosh versions 2001, X, and 2004 of PowerPoint. These versions are very similar, with only minor differences, containing most of the same commands, toolbars, and menus. Once you become familiar with using one version, adapting to another version is relatively easy.

One important difference between the Macintosh and Windows version is the keyboard shortcuts. Windows uses the **Ctrl** key, the equivalent of the **Command** ⌘ key on the Macintosh. While holding down **Ctrl** or **Command** ⌘, press down onto a particular key (e.g., “S” for “Save”) to execute a task. The directions for this shortcut look like this: **Ctrl/⌘ + S**.

Most of the directions in this book work for all six versions. When there are differences look for the following:

- WIN:** Windows versions 2000, 2002 XP, and 2003 XP only
- MAC:** Macintosh versions 2001, X, and 2004 only
- WIN 00:** Windows version 2000 only

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WIN 02 XP: Windows 2002 XP only

WIN 03 XP: Windows 2003 XP only

WIN XP: Windows 2002 XP and 2003 XP only

MAC 01: Macintosh version 2001 only

MAC X: Macintosh version X only

MAC 04: Macintosh version 2004 only

Please note: Using the step-by-step directions in the chapters you will create a comprehensive slide show complete with custom animations, sounds, and transitions. The instructions in each chapter build on the previous chapters. Should you wish to skip or omit a section, you will need to create the slides as shown in the illustrations.

THIS BOOK CONTAINS THE FOLLOWING HELPFUL FEATURES

- ✓ **Trouble Shooting Tips:** Includes possible problems you may encounter with alternative methods for performing the task. Time-saving tips will also be found here.
- ☞ **Learn More:** Experiment and try out the suggested ideas to become more proficient with PowerPoint.

WHAT POWERPOINT VERSION AM I USING?

To find out which version you are using on the Windows platform, you will need to launch PowerPoint (see *Launching PowerPoint*).

WIN: Click on **Help** and then select *About Microsoft Office PowerPoint* from the drop-down menu.

MAC 01: Click on the **Apple Menu** (top left of screen) and select *About Microsoft PowerPoint*.

MAC X and MAC 04: Click on **PowerPoint** and select *About PowerPoint*.

An information box will appear indicating the particular version installed on your computer.

USING THE MOUSE

The standard mouse is different for Windows and Macintosh users. PowerPoint for Windows makes use of two buttons on the mouse, the left and the right, with the left button being the primary control, while the mouse for Macintosh users has only one button. Before jumping into using PowerPoint, there are just a few terms with which you should be familiar.

Mouse Click

WIN: Press down the **left** mouse button.

MAC: Simply click on the mouse button.

Right Click

WIN: Press down the **right** button on the mouse.

MAC: While holding down the **Ctrl** key on the keyboard, press the mouse button: **Ctrl + click**.

Double Click

WIN: Rapidly press the left mouse button twice.

MAC: Rapidly press the mouse button twice.

Drag and Drop

Hold down the mouse button while simultaneously moving the mouse. Release the mouse after highlighting the desired text, selecting a menu item option, or moving an object to a desired location.

LAUNCHING POWERPOINT

PowerPoint is opened the same way other Microsoft applications are opened. The biggest difference between the Windows and Macintosh platforms is the way the application is initially launched.

WIN

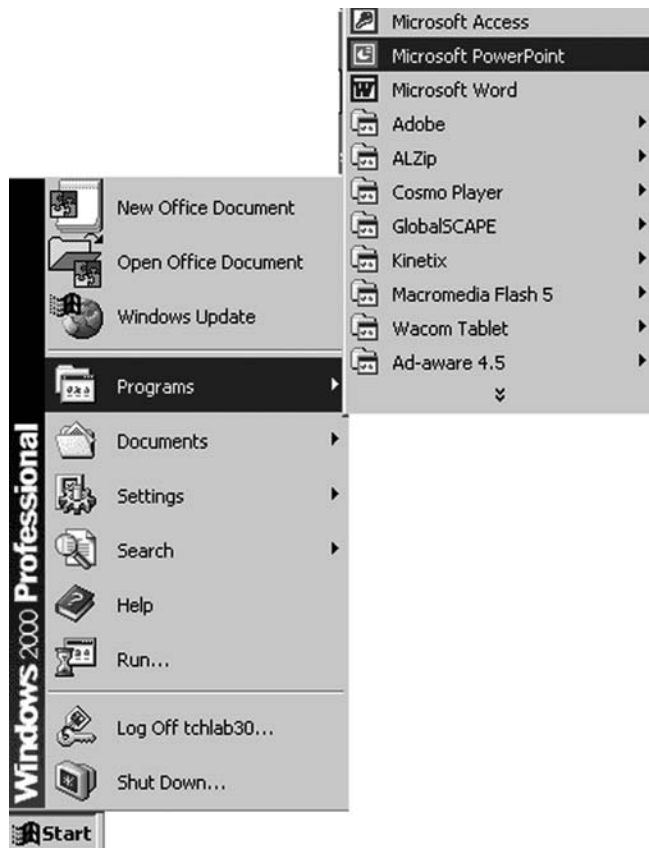
1. The most common way is to select the **Start** button on the far left of the task bar at the bottom of the screen.
2. Click on the mouse and the start window will pop up. Select **Programs** or **All Programs**.

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3. Scroll through the list of programs and click on **Microsoft PowerPoint** to automatically launch the program. Microsoft PowerPoint may be found under Microsoft Office.

☞ If you have recently worked on a PowerPoint document, you may access it quickly by selecting **Start** (bottom left of screen) then **My Recent Documents**.

Figure 1.1 Starting PowerPoint in Windows



MAC

Double click the Hard Drive icon—often labeled **Macintosh HD**—at the top right of the screen to bring up the Macintosh Hard

Drive window that indicates all of the programs and documents stored on your computer's hard drive.

1. Double click on the **Applications** folder. The Applications window will appear.
2. Double click on the **Microsoft Office** folder. The Microsoft Office window will appear.
3. Double click on the icon labeled **Microsoft PowerPoint**.

If you have used PowerPoint recently, click on the **Apple** menu located at the top left of the screen to bring down the menu. Go down to **Recent Applications (Items)** and click **Microsoft PowerPoint** to open the application.

STARTING WITH A BLANK SLIDE

When PowerPoint is first opened, the following dialog box will appear with several options for beginning PowerPoint. Choose select **Blank Document** or **Blank presentation** then press **OK**. Pressing **Cancel** will also bring up a blank screen in most versions.

Figure 1.2 WIN 00 Initial Dialog Box

